

**FAIRVIEW DEVELOPMENTAL CENTER
JOB OPPORTUNITY BULLETIN****PERSONNEL SUPERVISOR II
(JC-65094)**

SALARY RANGES	\$4335-\$5427
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Personnel Transactions
FINAL FILING DATE	May 30, 2017

DESCRIPTION OF DUTIES: Under the direction of the Personnel Director, responsible for the planning, organization, implementation, and evaluation of the function and procedures assigned to the Personnel Transaction section of the Personnel Depart. Coordinates and directs the activities of staff assigned to the Transaction section. Assure that documentation errors identified in internal and external audits of transactions are addressed and corrected in a timely manner, and implements plans of action to prevent future errors. Serve as a resource to supervisors, program directors, department heads, and facility managers regarding control agencies rules and regulations. Act as security officer for the Personnel Services Department. Evaluate the accuracy/quality of work and efficiency of subordinate staff. Completes required probationary and annual performance appraisals. Maintain and update the various procedure and reference manuals utilized in transactions and other various duties as needed.

WHO MAY APPLY: Candidates with list and transfer eligibility for the classification will be considered. **Seeking a candidate with strong organizational skills including extensive supervisory experience and a background in personnel and payroll processing experience.** Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment will be subject to Re-employment List Procedures, pre-employment physical, and fingerprint clearances. Applications can be obtained from the Exams and Hiring Unit of Fairview Developmental Center or from the California Department of Human Resources website www.calhr.ca.gov. ***Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.***

****Only applications with original signatures will be accepted****

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
EXAMS AND HIRING UNIT, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: PERSONNEL SUPERVISOR II
RELEASE DATE: January 3, 2017
Re-ADVERTISED: May 15, 2017